Job Posting

Department:	Franklin County Human Services
Organization:	Franklin County Area Agency on Aging
Job Code / Title:	Aging Care Manager II
Position Number:	07
County:	Franklin
Headquarter City/Address: (Work Location)	218 North Second Street Chambersburg, PA 17201
Type of Job:	Merit
Union:	None
Bargaining Unit:	None
Seniority Position:	
Type Position:	Full Time
Salary Range:	$17.30
Pay Range & Step:	14
Posting Length:	5 Business Days
Posting Dates:	08/01/2016 – 08/08/2016
Contact Name / Number:	Charles Martin III / (717)261-3150
Additional Information:	37.5 hours per week
Job Description:	See Attached
Last Date Job Applications Will Be Accepted:	08/08/2016

RECRUITMENT METHODS:

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Promotion
- Transfer
- Reemployment
- Voluntary Demotion
- Merit System

ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

Six months of experience as an Aging Care Manager 1, County Caseworker 1, or County Social Casework Intern; or one year of experience in public or private social work and a Bachelor's Degree which includes or is supplemented by 12 semester hours credit in sociology, social welfare, psychology, gerontology, or other related social sciences; or a bachelor's degree with a social welfare major; or any equivalent combination of experience and training including successful completion of 12 semester hours credit in sociology, social welfare, psychology, gerontology, or other related social sciences.

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2. County of Franklin Approved Additional Special Requirements: None

3. Must be eligible for selection in accordance with Merit rules.

HOW TO APPLY – ALL CANDIDATES:

The following materials must be received by 4:30 pm on or before 08/08/2016. Late applications will not be accepted.

1. Completed County of Franklin Employment Application, (Need not be notarized). The application must provide details of experience and training as related to the minimum experience and training requirements for the vacancy so eligibility can be determined.

If you are contacted for an interview and need accommodations for the interview due to a disability, please advise the interviewer of the accommodations you require well in advance of the scheduled date.

If interested in applying, please send applications to:

Attn: Charles Martin III 218 North Second Street Chambersburg, PA 17201

Franklin County IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.

FRANKLIN COUNTY

AGING CARE MANAGER II

Position Description Non-Exempt

OVERALL OBJECTIVE OF JOB

To provide care management, develop care plans for older adult clients and their families in order to maintain a quality, independent living lifestyle.

ESSENTIAL FUNCTIONS OF JOB

1. Assesses clients' overall situation, including abilities, disabilities and needed resources; completes comprehensive needs assessments.
2. Develops care plans with client and family to meet the needs of the individual.
3. Assists sixty plus population with completion of applications and forms.
4. Coordinates needed services for clients, and interacts with County and outside agencies as needed.
5. Interprets the program, policies and procedures to individuals, groups and agencies.
6. Participates in 24-hour on-call system as assigned to receive and investigate protective services reports.
7. Facilitates support group for caregivers and presents occasional workshops.
8. Provides information and referral services for persons 60 years and older, and
9. Investigates reports of need for Act 79.
10. Acts as client advocate in all matters.
11. Operates computer and other office equipment as necessary to perform essential functions of job.
12. Travels as necessary to meet and/or assist clients and obtain or arrange needed services.
13. Prepares social studies, case histories, writes letters, makes reports and maintains records.
14. Serves as ombudsman for long term care services and facilities.
15. Investigates protective service reports and reviews same received from community.
16. Maintains proper documentation and files and prepares required reports in timely manner.
17. Monitors changes in clients conditions and recommends appropriate changes in program to supervisor and/or medical personnel.

OTHER DUTIES OF JOB

1. Attends meetings, training, seminars as necessary.
2. Performs other job-related duties as required.

SUPERVISION RECEIVED

Receives occasional instruction and some supervision from Supervisor in regard to daily work duties.

SUPERVISION GIVEN
None

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I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF AGING CARE MANAGER II AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

_____ _____
Signature of Employee Date

_____ _____
Signature of Supervisor Date

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.